



FIRE PROTECTION FOREWORKER

JC: 000369

PG: 825

BU: 06 (SEIU)

FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, plans, directs and reviews the work of a shift of employees responsible for performing skilled fire protection equipment inspections, testing, and post maintenance follow-up repairs on a variety of components, wet/dry standpipe systems, sprinkler systems, backflow preventors and Halon systems or equivalent, in accordance with California Administrative Code 19; and performs related duties as assigned.

CLASS CHARACTERISTICS

This class assigns and directs the work of a shift of maintenance employees assigned to perform fire systems maintenance, repair and testing functions. Work assignments for staff are provided by a full supervisory class and the foreworker is responsible for ensuring the work is completed satisfactorily during the shift. While the foreworker is responsible for the initial appraisal and documentation of performance, employee selection and major personnel decisions are left to the full supervisor in charge.

REPORTS TO

Section Manager, Power & Mechanical Maintenance

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Plans daily work schedules for assigned fire protection systems maintenance staff in accordance with established preventive maintenance, repair and testing schedules.
2. Assigns work to individuals and ensures that work is completed to accepted standards and within established time frames.
3. Assesses and adjusts priorities to ensure that revenue operation impact is minimized.
4. Assists and instructs employees in troubleshooting and planning complex installations, repairs and maintenance.
5. Assesses scope of unscheduled repairs and assigns work or determines if work should be completed by other groups/shifts.
6. Reviews performance of assigned Fire Protection Workers and counsels employees and prepares documentation of deficiencies.

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7. Resolves minor disputes and informs supervisors of disciplinary problems requiring action.
8. Interprets District policies and procedures for employees.
9. Ensures necessary parts, tools, testing devices and supplies are available for completion of the work.
10. Orders or requisitions stock or special parts and equipment as needed.
11. Holds safety meetings and discussions on work related issues, such as changes to internal procedures/processes and the impact of changes in other areas of the system on fire protection systems work.
12. Provides specific instruction and direction to maintenance crew personnel and monitors and enforces the use of protective equipment and safe work practices.
13. Reads and interprets rules, laws, regulations, shop drawings and specifications.
14. Requests support for other crafts and units as required.
15. Responds to telephone and in person requests for emergency repair and assesses the situation.
16. Maintains logs, records, and reports of work performed, labor hours and materials used.
17. Operates District vehicles to reach worksites.

QUALIFICATIONS

Knowledge of:

- Methods, materials, tools and equipment used in the installation, maintenance and repair of varied fire prevention and protection equipment and systems.
- Applicable provisions of federal, state and local codes, laws and ordinances, including applicable provisions of Articles 19 and 24 of the California Code of Regulations.
- National Fire Protection Association codes and standards, including NFPA 13, NFPA 14, and NFPA 25, and NFPA 1962.
- Basic supervisory principles, including work assignments, instruction and review.
- Procedures for diagnosing and troubleshooting system problems.
- Principles and practices of safety in fire protection system repair and maintenance.
- Procedures for ordering and requisitioning parts, tools and supplies.

Skill in:

- Planning, assigning, directing, and reviewing the work of Fire Protection Workers
- Instructing staff on work and safety procedures.
- Analyzing mechanical and electro/mechanical equipment and system repair and maintenance problems, establishing the scope of work required and recommending approach to the work.
- Maintaining accurate records, logs, and reports; reading and interpreting manuals, diagrams, and schematics.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

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- Exercising sound independent judgment within established guidelines.
- Communicating clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS:

Education

Possession of a high school diploma or a GED or recognized equivalent, and completion of an apprenticeship or training program in a recognized fire protection organization as specified by the California Administrative Code (CAC) and National Fire Protection Association (NFPA).

Experience

The equivalent of three (3) years of journey level experience in the inspection, preventive maintenance, and repair of fire protection equipment and systems, which must have included at least six (6) months in a supervisory or lead capacity.

Substitution

Completion of a supervisory course at an accredited institution or its equivalent may substitute for the six (6) months lead/supervisory requirement.

Other Requirements

Must possess a valid California Class "C" Driver's License and have a satisfactory driving record.

Must be physically able to work in confined spaces.

Must be physically able to lift to waist level up to 50 lbs.

Must be able to wear a negative pressure respirator during the performance of assigned duties in accordance with the District Respirator Program and applicable Cal-OSHA requirements.

Must be willing to work off-shifts and occasional emergency overtime.

WORKING CONDITIONS

Environmental Conditions

Exposure to field, site and station environments; exposure to heat, cold, moving vehicles, electronic equipment, electrical energy, ancillary equipment and devices; exposure to live voltage, confined spaces, underground, aerial structures and inclement weather conditions.

Physical Conditions

Requires maintaining physical condition necessary for lifting, walking long distances, standing and working in confined spaces, including under station platforms, and moving and using ladders.

BART EEO-1 Job Group: 2500 – Foreworkers/Others
Census Code: 7000 – First Line Supervisors of Mechanical/Installers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : February 2023

Revised:

Updated: